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**FEDERAL CORRECTIONAL INSTITUTION  
EL RENO, OKLAHOMA**

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**INSTITUTION SUPPLEMENT**

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OPI: Captain

NUMBER: ERE-5267.07

DATE: February 24, 2004

SUBJECT: Visiting Regulations

1. PURPOSE: To establish local procedures for inmate visiting at the main institution (FCI) and satellite camp.
2. DIRECTIVES AFFECTED:
  - A. Program Statement 5267.07 is referenced.
  - B. Program Statement 5500.11 is referenced.
  - C. Institution Supplement ERE-5267.06A, dated December 11, 2002, is canceled.
  - D. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504 are referenced.
4. PROCEDURES:
  - A. Visiting List: Visiting lists will be compiled in accordance with procedures established in Program Statement 5267.07. Inmates recommitted as violators (parole, mandatory release, etc.) will not need to resubmit a list of proposed visitors if released from that sentence within the previous six months. The visiting list in the central file will remain valid

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Distribution: Central Reference Library, Historical File,  
Executive Staff File, OPI, Local Area Network, AFGE Local 171,  
Inmate Law Library

unless unit staff are aware of extenuating circumstances which could reasonably create a threat to the security and good order of the institution. Established visiting lists on inmates transferred from other federal institutions will be recognized. Unit staff will review the visiting list with the inmate to ensure its accuracy. This review will also ensure no previously approved visitors pose a threat to the security and good order of the institution.

If, during the admission/orientation process, an inmate anticipates visits from immediate family members (i.e., spouse, children, parents, brothers, and sisters), he must submit their names to his assigned unit counselor. Immediate family will be allowed to visit pending finalization of an approved visiting list unless there are strong circumstances which preclude their presence in the institution. Upon completion of the admission/orientation program, a permanent list, to include immediate family, other relatives, or friends, will be prepared. The unit team, based on the results of their review of the visitor's questionnaire and background information obtained from the National Crime Information Center (NCIC), will determine who will be placed on the inmate's visiting list. In accordance with Program Statement 5267.07, the warden may deny visiting privileges. If the background information reveals information that may preclude the proposed visitor from placement on the inmate's visiting list, or if the inmate did not have an established relationship with the individual prior to his incarceration, the unit team will complete and route attachment O through the associate warden of programs to the warden for his approval/disapproval. Unit staff will provide inmates with copies of the visiting regulations (attachment I for FCI inmates and attachment J for camp inmates) to mail to their approved visitors.

It is the unit team's responsibility to provide an updated printout of the inmate's approved visiting list to be placed in the inmate's central file and in the hard files maintained at the front entrance of the main institution or at the front office of the camp.

B. Visiting List Changes: When an inmate requests a change to his visiting list, and the requested change conforms to Program Statement 5267.07, unit staff will make the change in the unit's personal computer. The unit team will print a hard copy of the visiting list and place it in the visiting file maintained at the front entrance of the FCI or at the front office of the camp.

1. On a weekly basis, the unit team will be responsible for removing files of those inmates being released, transferred, or otherwise permanently leaving the institution.
2. The unit team will be responsible for ensuring each hard file has a current inmate photograph.

C. Visiting Hours:

1. FCI: Visiting is permitted from 8:00 a.m. to 3:00 p.m., Thursday through Monday, and on federal holidays. There is no visiting permitted on Tuesday and Wednesday.
2. Satellite Camp: Visiting is permitted from 5:00 p.m. to 9:00 p.m. on Monday and Friday, and from 8:00 a.m. to 8:00 p.m. on Saturday, Sunday, and federal holidays. There is no visiting permitted on Tuesday, Wednesday and Thursday.

5. VISITING REGULATIONS:

- A. Visiting Point System (FCI): A visiting point system is utilized which provides each inmate with 32 points each month; however, no more than 20 points may be used for weekend/holiday visiting. One point will be deducted for each hour of visiting during the month for weekday visits. Two points will be deducted for each hour of visiting on weekends and holidays. Visiting points are not cumulative from month to month. Any portion of an hour used will be considered one hour of visiting. Points will be recorded on the Inmate Visiting Point Sheet (Attachment A).
- B. Visiting Point System (Camp): Each inmate will be provided with 32 points each month. Visiting points are not cumulative from month to month. Any portion of

an hour used will be considered one hour of visiting. Inmates will be charged one point per hour on all visiting days unless otherwise stated by the camp administrator. Points will be recorded on the Camp Visiting Point Sheet (Attachment H).

- C. Additional Points (FCI and Camp): Inmates may request up to ten additional points for special instances. The associate warden of programs/camp administrator, respectively, will be the final approving authority for requests for additional points.
- D. Overcrowded Procedures: When the visiting room becomes overcrowded, the visiting room officer will notify the operations lieutenant and/or the institution duty officer (IDO). The visiting room officer will compile a list of those visitors listing an address within a fifty mile radius of the El Reno area. After the list has been compiled, the operations lieutenant and/or IDO will privately explain the overcrowded situation to the local visitors and ask for volunteers to terminate their visits. Should this method prove ineffective, the operations lieutenant and/or IDO will notify the first five groups on the list for that day that their visits have been terminated due to overcrowded conditions. Should mandatory termination become necessary, the operations lieutenant and/or IDO will terminate no less than five groups, and no more than is deemed necessary, to eliminate the overcrowded conditions. If weather causes overcrowded conditions at the camp, the operations lieutenant and/or IDO will be advised of the situation and they will follow the aforementioned guidelines.
- E. Number of Visitors per Inmate: No more than five adult visitors, not including children, will be permitted for each inmate at any given time. Children will be limited to five per inmate.

The behavior of children accompanying adult visitors will be the responsibility of the inmates and adult visitors. Children must remain within the boundaries specified as visiting areas, and must remain within the supervision of an adult visitor at all times. Disturbances caused by an undisciplined child will result in the termination of the visit.

A portion of the FCI visiting room is set up as a playroom for children. It is the responsibility of the adult visitors to supervise the actions of their children. No food or drink items are permitted in the playroom. The playroom is considered out-of-bounds for inmates. Inmates are prohibited from entering the playroom at all times.

- F. Visiting Conduct: Visiting at the FCI will be conducted in the visiting room only. Outdoor visiting is not permitted at the FCI. Visits at the camp will be conducted in the camp visiting room and the outside visiting area. The outside visiting area is located on the north side of the camp and is partitioned off from the rest of the front area. No outside food or drink will be allowed in any visiting area. Visitors will not be allowed to depart the institution and return again on the same day. Visiting will be terminated once the inmate's visitor(s) depart the visiting room. Handshaking, embracing, and kissing are permitted within the bounds of good taste and only at the beginning and at the end of the visit. During the visit, inmates and visitors are allowed only to hold hands, but no other physical contact is permitted. If it is determined that an inmate or visitor is in violation of this regulation, the visit will be terminated and disciplinary action will be taken against the inmate.
- G. Visitor Storage Lockers: Lockers are provided at the front entrance for visitors to store items not permitted inside the institution. A visitor who needs to use a locker will be issued a key by the front entrance officer, and will be required to sign a ledger recording the date, time, name, locker number, and issued locker key. Upon completion of the visit, the visitor will return the key to the front entrance officer.
- H. No Exchange Policy: Under no circumstances will inmates be permitted to retain materials brought into the institution by a visitor. Further, inmates are not permitted to give anything to their visitors.
- I. Personal Items: Visitors are prohibited from bringing food items, pictures, packages, letters, money over \$100.00, gifts, or other contraband items into the

visiting room. If there is reason to believe that materials are being passed which may constitute contraband, or otherwise be in violation of policy, laws, rules, and federal regulations, the material will be confiscated and the visit will be terminated by the operations lieutenant and/or IDO. All other questionable cases will be referred to the administrative duty officer.

- J. Inmate Visit Notification: Inmates may not proceed to the visiting area entrance door until their unit or work detail is notified by a visiting room officer.
- K. Inmate Attire: FCI inmates being called for a visit will be properly attired. Inmates will wear clean, institution issued khaki trousers, khaki button-up shirts, web belts, T-shirts, underwear (briefs or boxers), socks, and either issued institution shoes/boots (black or brown) or tennis shoes in the visiting room. Inmates wearing tennis shoes into the visiting room will have a tag placed on their tennis shoe lace by the visiting room officer for identification purposes prior to entering the visiting room. Camp inmates will be required to wear the same attire with the exception of clothing color. The issued clothing at the camp is spruce green.
- L. Inmate Demeanor: No inmate is allowed to converse or visit with other inmate visitors. Inmates will remain in the visiting area after greeting their visitors, and are not permitted to return to their living quarters until the visit is over. Inmates not receiving visits are not allowed in the visiting area.
- M. Visitor Attire: All visitors will be properly attired when coming into the institution to visit inmates. Visitors (including minors) wearing sexually provocative clothing will be prohibited from admission to the institution visiting room. Female visitors must wear a brassiere and other undergarments without any exception. Visitors, including minors over age ten, may not wear miniskirts, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits, hip huggers, see-through clothing, or clothing which ends at the knee or above.

- N. Tobacco: Tobacco products are prohibited in the visiting room at both the FCI and camp. Smoking is permitted in the outside visiting area of the camp.
- O. Restrooms: Visitor restrooms are located in the visiting room for use by the visitors at any time. Inmates are prohibited from using the visitor restrooms. The visitor restroom area is considered out-of-bounds for inmates. Inmates will be escorted by a visiting room officer to the designated inmate restroom.
- P. Vending Machines: Vending machines and a microwave are made available to inmate visitors only. Inmates are not permitted in the area of the vending machines and microwave. The only food items allowed in the visiting room are items purchased from the vending machines located in the visiting room. Food purchased in the visiting room must be consumed during the visit. The only exception will be baby bottles and baby food. Baby food must be store bought, and in its original sealed container.
- Q. Admission: At the FCI, no inmate visitor will be permitted to enter the institution after 2:30 p.m. No inmate visitor will be permitted to enter the camp on Monday and Friday after 8:30 p.m., and after 7:30 p.m. on Saturday, Sunday and federal holidays.
- R. Termination: Visits may be terminated by the operations lieutenant and/or IDO in the event of a national emergency, severe weather, or institution emergency. Inmates will not be permitted to leave the visiting room to go to the dining hall, commissary, or any other institutional services, and then return. Once an inmate leaves the visiting room, his visit is terminated and he will not be permitted to reenter the visiting room that day.
- S. PVS Visits: Inmates are authorized visits by representatives of the national program entitled Prisoner Visitation and Support (PVS). PVS visitors are processed as volunteers and, therefore, must have an active volunteer badge on file to enter the institution. Approved PVS visitors do not have to be on the inmate's approved visiting list.

6. SECURITY AND ADMISSION PROCEDURES:

- A. Admittance: Visitors to the FCI will proceed to the front entrance building where they will be processed for visiting. Camp visitors will enter through the front entrance of the camp.

After the visitor's identity has been determined using a valid form of identification, he/she will be directed to complete the notification to visitor form. Once the form has been prepared, the visitor will be instructed to walk through the free-standing metal detector. Camp visitors are not required to pass through a metal detector. Further, visitors at the FCI may be required to submit to screening through the use of the ION TRACK drug detection system.

- B. Processing: Visitors entering the institution are subject to search. Each visitor is required to sign in and out as a visitor in the log book maintained at the front entrance. Only see-through coin purses may be taken into the institution, and all coin purses will be opened and searched in the presence of the visitor by the front entrance officer. Visitors will only be permitted to carry an appropriate amount of diapers and baby bottles (if applicable) into the visiting room. If it is necessary for objects to be removed from the purse, the front entrance officer will do so. All hats, ball caps, pagers, cellular telephones, keys, food items, gum, candy, children's toys, money over \$100.00, and bags will not be allowed in the institution. Keys will be hung on a board in the front entrance and a numbered chit will be issued to the visitor for retrieval of the keys upon completion of the visit. All other items not authorized will be stored in the lockers provided in the front entrance building or in the visitor's vehicle. The visitor may be required to remove from the institution any items considered to be contraband by the front entrance officer or visiting room officers. The front entrance officer will ensure all items are thoroughly searched before they are permitted inside the secure perimeter of the FCI. Any visitor who refuses to allow themselves or anything in their possession to be searched will not be permitted to enter the institution. The front entrance officer will record the date and corresponding visitor number (from the



inmate's visiting list) on Attachment B, Visiting Record. Once this has been accomplished, the visiting room officer will be contacted and advised of the visitor.

- C. Seating Space: At the FCI, the front entrance officer will coordinate with the visiting room officer regarding the amount of seating space available in the visiting room. When seating is less than the number of persons in a group for a visit, the visitors in the group will be so informed. The visitors may wait in the front entrance building until seating permits the visit, or leave the institution and return later. Visitors will not be allowed to wait in their vehicles.
- D. Contraband Denial Form: All visitors will be required to prepare and sign a notification to visitor form in the presence of staff prior to passing through the walk-through metal detector. The front entrance officer will ensure this form is properly prepared to include the visitor's complete name, address, telephone number, vehicle information, state license tag number, date and time of the visit, and front entrance officer's signature.
- E. Metal Detector (Walk-through and Hand-held): All visitors to the FCI will be required to pass through the walk-through metal detector, with the exception of Bureau of Prisons personnel and law enforcement officers. Should a visitor refuse to be processed through the metal detector, he/she will not be permitted entrance into the institution and will be required to depart the institution grounds immediately. If a visitor activates the walk-through metal detector and the cause of the activation cannot be determined, the visitor will be required to submit to a transfrisker (hand-held unit) search.
- F. Ultra-Violet Light (Black Light) Procedures: After each visitor to the FCI has been properly identified and processed, a fluorescent stamp will be affixed to a predetermined location on one of each visitor's hand (including children). The visitor's hands will be checked with the ultra-violet light (black light) upon entering and leaving the institution to assist in verifying their identity.

1. The visiting room officers will ensure each visitors's hand is checked with the black light prior to leaving the visiting room.
  2. Ultra-violet lights (black lights) will be stationed at the front entrance, front lobby, visiting room, rear entrance, and any other locations deemed appropriate by the captain.
  3. Visiting Bureau of Prisons personnel and law enforcement officers will not be stamped if proper identification has been presented.
- G. Inmate Identification: Each inmate being processed into the visiting room will be positively identified by their commissary card prior to the beginning and upon completion of the visit. The commissary card will be maintained by the visiting room officer until the visit is terminated. Prior to the visitors departing the visiting room, the inmate will again be positively identified by photograph. During times when a large group of visitors is departing (i.e., end of visiting hours), the visitors will remain in the visiting room until all inmates have been identified by photograph, a complete separation of inmates and visitors has been accomplished, and the count verified. The visitors will then be permitted to leave (no more than five at a time) under the supervision of the visiting room escorting officer.
- H. Visitor Identification: Inmate visitors will provide a minimum of one form of photo identification (i.e., valid state driver's license, state identification card, or federal identification card). When in doubt, or if the visitor does not have the required identification, the front entrance officer will consult with the operations lieutenant. In cases where identification cannot be established, the IDO will be the authorized staff member to deny the visit. The denying official will advise the prospective visitor of the reason for the denial. The visitor's identification will be held by the visiting room officers during the visit.

I. Visits for Inmates not in Regular Population Status:

1. Admission and Orientation Status: Visits will be limited to immediate family (mother, father, wife, children, brother, sister). Some flexibility and good judgment should be exercised in approving or disapproving visitors during this time period.
2. Hospital Patients (Local Hospital): Ordinarily, visiting will not be allowed when an inmate is a patient at a local medical facility. In instances where visiting is allowed, a memorandum will be prepared by the unit team, listing each visitor, and the date and time of the visit. Each visitor must be on the inmate's approved visiting list. The memorandum will be forwarded to the warden for approval. Upon approval, the memorandum will be forwarded to the escorting officers at the local hospital.
3. Special Housing Unit Inmates: Inmates housed in the special housing unit (SHU) will be permitted full visiting privileges, unless their conduct dictates otherwise. If the latter is the case, documentation for denying the visit will be placed in the inmate's central file, and a notation made in the inmate's visiting file at the front entrance. The IDO and the operations lieutenant will make this determination. In cases of particular interest or notoriety, the warden, associate warden of programs, and the captain will be notified. Inmates housed in the SHU will sit in a designated location in the visiting room, as determined by the visiting room officers. In cases deemed appropriate, visiting may be conducted in the SHU. These visits will be held inside the discipline hearing room. All SHU visits will be limited to two adults only, with a one-hour limit, under direct supervision. A maximum of three inmates housed in the SHU will be permitted to visit in the visiting room at any one time. Visits for additional SHU inmates will require the termination of an existing SHU inmate's visit in order of arrival time.

Inmates being called for a visit from the SHU will be properly dressed. SHU inmates will wear institution issued underwear (briefs/boxers), socks, T-shirts, blue deck shoes, and orange jumpsuits. SHU inmates will not be allowed to wear personal tennis shoes in the visiting room.

4. Holdover Inmates: This institution does not house holdover inmates.

J. Attorney Visits: Retained, appointed, and/or those attorneys requested by the inmate or his family will be allowed to visit. Prior arrangements with the inmate's unit team should be made to prevent delay. Each attorney will present a bar card in addition to the other required forms of identification. All attorneys entering the institution to visit inmates are required to complete a visiting attorney statement form. The completed form will be attached to the notification to visitor form and forwarded to the captain's office by the visiting room officer.

Attorney/client visits will be conducted in the inmate visiting room, using the attorney visiting areas. Unless special circumstances dictate otherwise, attorney visits will be conducted during normal visiting hours.

Inmates will not be allowed to bring legal documents to the visiting room unless prior approval has been obtained from the inmate's unit team. Any legal document approved for admission to the visiting room will be searched by the visiting room officer in the presence of the inmate. Attorneys who need legal documents signed by the inmate must inform the visiting room staff of their intentions prior to the beginning of the visit.

Unscheduled visits, or visits after normal visiting hours, will be cleared with the inmate's unit team or the IDO. Visiting points will not be deducted for attorney visits. All attorney visits not occurring during regular visiting hours will be supervised by unit team staff.

- K. Special Visits: Special visits will only be authorized by the associate warden of programs, and must be arranged prior to the visit with a memorandum of approval forwarded to the front entrance officer. Special visits will be conducted during regular visiting hours and supervised by the visiting room officers. Any requests will be forwarded to the associate warden of programs with a recommendation for approval or disapproval. The request will include the amount of extra visiting points approved for the previous four months.

A memorandum requesting the extra visiting points for the inmate will be forwarded to the associate warden of programs. Prior to submitting the memorandum, the unit team will review the inmate's visiting file maintained at the front entrance.

- L. Religious Visits: Inmates will follow the procedures in the program statement for religious beliefs and practices for establishing a minister of record. In accordance with procedures established in national policy, an inmate's minister of record is placed on the inmate's visiting list and, therefore, does not need any further approval. The associate warden of programs is the delegated authority for approving special visits of ordained ministers and spiritual guides (other than the inmate's minister of record). If a minister visits an inmate as a friend rather than in an official capacity, he/she must be on the inmate's approved visiting list. Ministers appearing on an inmate's regular visiting list will not be permitted to attend volunteer religious programs. No volunteers will be permitted on an inmate's approved visiting list.

- M. Visits From Federal and State Investigative Officials: Under normal circumstances, investigators from federal and state investigative agencies will coordinate visits with inmates with the special investigative supervisor (SIS). The SIS will coordinate the visit with the inmate's unit team, who in turn will select a suitable location for the visit. If the visiting official is an FBI agent who routinely visits the institution, no subsequent notifications are required.

If a visit has not been pre-arranged, the front entrance officer will contact the SIS. The operations lieutenant will be advised of all investigative official visits. In the event the visit occurs after normal visiting hours, the operations lieutenant will coordinate the visit.

- N. Representative Visits: Representatives (attorneys, family members, friends, etc.) of inmates will be allowed to visit on the day of the inmate's scheduled hearing before the U. S. Parole Commission and/or the Immigration Review Panel. Prior arrangements must be made. The front entrance officer will notify the inmate's unit team of any individual claiming to be a representative for an inmate. A staff member from the unit team will escort and supervise the representative to and from the parole/review hearings.
7. ADMINISTRATION: The front entrance officer will maintain current visiting files of approved visitors. At the camp, the camp officers will maintain the current visiting files of approved visitors. Once a visitor has been approved to visit and processed through the front entrance, the visiting room officers will retrieve the visiting file and visitor's identification card, and escort the visitor from the front entrance to the visiting room. The visitor's identification card will be retained at the officers' station in the visiting room along with the inmate's commissary card or picture card until the completion of the visit. The visiting room officers will record the visiting points used, and calculate the remaining visiting points for the month on the inmate visiting point sheet. At the conclusion of the visiting period, the inmate visiting file will be returned to the front entrance for filing. A ledger recording the visitor's name, time of arrival and departure, name and number of the inmate to be visited, and the visitor's signature will be maintained at the front entrance and at the visiting desk at the camp for each visitor to sign.
8. PROCESSING OF INMATES: Once the inmate's visitor has been cleared for visiting and the visitor has been seated in the visiting room, the visiting room officer will contact the inmate's housing unit and/or work detail by telephone and request that the inmate be sent to the visiting room. If the inmate fails to report to the visiting room within 30

minutes, the visiting room officer will contact the compound officer and a search will be initiated to determine the inmate's location.

The inmate will proceed to the west door of the visiting room. The visiting room officer will open the door and direct the inmate into the shakedown room. The visiting room officer will take the inmate's commissary card and establish his identity. The inmate's commissary card will be maintained at the visiting room officer's work station throughout the entire visit. The visiting room officer will conduct a pat search or a random strip search of the inmate, and record on attachment D, the description of authorized items being worn into the visiting room. Once the inmate has been processed, he will be escorted from the shakedown room to the visiting room for his visit. At the camp, once the inmate has been called for a visit, he will proceed to the door separating the living area from the front of the camp. There, he will be identified and pat searched.

Upon completion of the inmate's visit, the visiting room officer will identify the inmate by photograph on the inmate's commissary card and/or picture card before allowing his visitor to leave. Once the visitor has been escorted to the front entrance, the inmate will be strip searched. Once the strip search has been completed, the commissary card will be returned to the inmate and he will be released to the compound. At the camp, the inmate will be pat searched before being allowed to return to the living area.

Should staff feel a need for assigned seating, staff may place inmates in areas of closer supervision. Assigned seating may be invoked based on past documented instances of inappropriate inmate conduct in the visiting room or history of contraband introduction.

9. TERMINATION OF VISITING: Visits may be terminated when there are more visitors than space allows (overcrowded conditions) and/or when visiting conduct becomes indecent, loud, profane, or affects the general order of the visiting room or poses a threat to the overall security of the institution. The visiting room officer will issue a verbal warning for conduct in violation of this institution supplement or other existing laws, rules, and BOP regulations. Continued violations will result in the issuance of a written warning. This written warning will be referred to the operations lieutenant for review. If deemed

necessary, after consultation with the operations lieutenant, the IDO will advise the inmate and his respective visitor(s) that the visit has been terminated. Whenever a visit is terminated for the above reasons, an incident report will be written.

10. VIDEO MONITORING (FCI): Video cameras are strategically located in the visiting room to enable staff to closely monitor contact between the inmate population and the visiting public. All visitors are notified by posted signs that the visiting areas are subject to video monitoring to maintain institution security and good order. Staff assigned to monitor the video equipment will report any unusual activity to the operations lieutenant immediately. In the event unusual activity has been recorded, the video tape will be labeled and forwarded to the SIS office, where it will be kept as evidence for institution administrative purposes. A chain of custody form will be prepared on the tape to ensure that only authorized individuals review the tape.

11. SPECIAL CAMP REGULATIONS:

- A. Camp Parking Lot: Visitors are permitted only in the visiting area, institution parking lot, and the area from the parking lot to the front entrance of the camp. Once a visit commences, a visitor may not return to his/her vehicle until the visit has been terminated and the visitor is ready to leave. All visits will be terminated at the front entrance of the camp building. Inmates are not permitted to accompany visitors to the parking lot. Under no circumstances will inmates be in the area where either staff or visitor vehicles are parked unless assigned to work there under staff supervision.
- B. Camp Special Visits: Special visits will only be authorized by the camp administrator and must be arranged prior to the visit with a memorandum forwarded to the visiting file.



12. PENALTY FOR VIOLATION OF VISITING REGULATIONS: Termination of visiting privileges will be by letter prepared by FCI/camp staff for the warden's signature.

T. C. Peterson  
Warden

Attachment A - Inmate Visiting Point Sheet (FCI)  
Attachment B - Visiting Record (FCI and Camp)  
Attachment C - Visiting File Comments (FCI and Camp)  
Attachment D - FCI Visiting Room Inmate Clothing Inventory  
Attachment E - Physical Contact Rules for Inmates (FCI and Camp)  
Attachment F - Warning for Visiting Room Violation (FCI and Camp)  
Attachment G - Visitor Identification (FCI and Camp)  
Attachment H - Camp Inmate Visiting Point Sheet  
Attachment I - Visiting Regulations (FCI)  
Attachment J - Visiting Regulations (Camp)  
Attachment K - Use of Electronic Drug Detection System Notice  
Attachment L - ION TRACK Technical Support Memorandum  
Attachment M - Notice of Positive Finding on Electronic Drug  
Detection System  
Attachment N - Positive ION TRACK Result Memorandum  
Attachment O - Approval/Disapproval of Proposed Visitor  
Memorandum

[illegible]

FCI, El Reno, Oklahoma  
**Visiting Record (FCI and Camp)**

Inmate's Name:	Inmate's Register Number:
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Date	Visitor(s) Number	Date	Visitor(s) Number	Remarks

FCI, El Reno, Oklahoma  
**Visiting File Comments (FCI and Camp)**

Inmate's Name:	Inmate's Register Number:
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Date	Remarks
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Federal Correctional Institution  
El Reno, Oklahoma  
FCI Visiting Room  
Inmate Clothing Inventory

Visiting Room Officer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Inmate Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_ - \_\_\_\_\_ Belt \_\_\_\_\_ Kufi: \_\_\_\_\_

Wedding Ring: \_\_\_\_\_ Color: ☐ Silver ☐ Gold Prescription Glasses: \_\_\_\_\_ Glasses Case: \_\_\_\_\_ Head Band: \_\_\_\_\_

Neck Chain: \_\_\_\_\_ Color: ☐ Silver ☐ Gold ☐ Beads Religious Medallion: \_\_\_\_\_ Color: ☐ Silver ☐ Gold ☐ Beads Work Shoes: \_\_\_\_\_ ☐ Black ☐ Brown

Medication: ☐ Heart ☐ Asthma Tennis Shoes: \_\_\_\_\_ Brand: ☐ Reebok ☐ Adidas ☐ Wilson ☐ Nike ☐ And 1 ☐ New Balance ☐ Riddell ☐ Other: \_\_\_\_\_ Color: ☐ White ☐ Black ☐ Blue ☐ Other: \_\_\_\_\_

**PHYSICAL CONTACT RULES FOR INMATES:**

Personal contact, kissing, and embracing is permitted only upon arrival and departure. Holding hands is authorized; however, all other physical contact is prohibited.

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_ - \_\_\_\_\_ Belt \_\_\_\_\_ Kufi: \_\_\_\_\_

Wedding Ring: \_\_\_\_\_ Color: ☐ Silver ☐ Gold Prescription Glasses: \_\_\_\_\_ Glasses Case: \_\_\_\_\_ Head Band: \_\_\_\_\_

Neck Chain: \_\_\_\_\_ Color: ☐ Silver ☐ Gold ☐ Beads Religious Medallion: \_\_\_\_\_ Color: ☐ Silver ☐ Gold ☐ Beads Work Shoes: \_\_\_\_\_ ☐ Black ☐ Brown

Medication: ☐ Heart ☐ Asthma Tennis Shoes: \_\_\_\_\_ Brand: ☐ Reebok ☐ Adidas ☐ Wilson ☐ Nike ☐ And 1 ☐ New Balance ☐ Riddell ☐ Other: \_\_\_\_\_ Color: ☐ White ☐ Black ☐ Blue ☐ Other: \_\_\_\_\_

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Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_ - \_\_\_\_\_ Belt \_\_\_\_\_ Kufi: \_\_\_\_\_

Wedding Ring: \_\_\_\_\_ Color: ☐ Silver ☐ Gold Prescription Glasses: \_\_\_\_\_ Glasses Case: \_\_\_\_\_ Head Band: \_\_\_\_\_

Neck Chain: \_\_\_\_\_ Color: ☐ Silver ☐ Gold ☐ Beads Religious Medallion: \_\_\_\_\_ Color: ☐ Silver ☐ Gold ☐ Beads Work Shoes: \_\_\_\_\_ ☐ Black ☐ Brown

Medication: ☐ Heart ☐ Asthma Tennis Shoes: \_\_\_\_\_ Brand: ☐ Reebok ☐ Adidas ☐ Wilson ☐ Nike ☐ And 1 ☐ New Balance ☐ Riddell ☐ Other: \_\_\_\_\_ Color: ☐ White ☐ Black ☐ Blue ☐ Other: \_\_\_\_\_

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Personal contact, kissing, and embracing is permitted only upon arrival and departure. Holding hands is authorized; however, all other physical contact is prohibited.

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**U.S. Department of Justice***Federal Bureau of Prisons**Federal Correctional Institution**El Reno, Oklahoma 73036*

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## MEMORANDUM FOR VISITING FILE

FROM: \_\_\_\_\_, Visiting Room Officer

SUBJECT: **VISITING ROOM PHYSICAL CONTACT RULES FOR INMATES**  
(FCI and Camp)

Personal contact, kissing, and embracing are permitted upon arrival and departure. Holding hands is authorized throughout the visit. ALL OTHER FORMS OF PHYSICAL CONTACT ARE PROHIBITED.

**Inmate's Acknowledgment of Rules:**

I have read and understand the physical contact rules for inmates in the visiting room:

\_\_\_\_\_  
Inmate's Signature\_\_\_\_\_  
Register Number\_\_\_\_\_  
Date

**U.S. Department of Justice***Federal Bureau of Prisons**Federal Correctional Institution**El Reno, Oklahoma 73036*

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## MEMORANDUM FOR INMATE VISITING FILE

FROM: \_\_\_\_\_, Visiting Room Officer

SUBJECT: **WARNING FOR VISITING ROOM VIOLATION** (FCI and Camp)**Inmate's Acknowledgment of Violation:**

I, \_\_\_\_\_, Register Number \_\_\_\_\_

do fully understand that I have violated the following visiting room regulation(s):

I further understand that this is to serve as a record of such warnings and that continued disregard of such will result in disciplinary action(s) and possible termination of my social visit.

\_\_\_\_\_  
Inmate's Signature\_\_\_\_\_  
Register Number\_\_\_\_\_  
Date\_\_\_\_\_  
Staff Witness (Printed Name)\_\_\_\_\_  
Staff Witness (Signature)\_\_\_\_\_  
Date

(FCI and Camp)

Date:	Officer:					
Number of Visitors:	Inmates:		Adults:		Children:	

[illegible]



[illegible]

Federal Correctional Institution, El Reno, Oklahoma  
**VISITING REGULATIONS (FCI)**

**LOCATION OF THE INSTITUTION:** The institution is located 1.5 miles west of El Reno on Highway 66. All visitors must stop at the front speaker. The tower officer will provide instructions for parking, disposal of unacceptable items, and for reaching the front entrance. Taxicabs are not available in El Reno.

**WHO MAY VISIT:** Normally, all immediate relatives (wife, children, parents, brothers, and sisters) are approved. Non-relatives may be approved to visit. A relative or friend who has a prior criminal history will not ordinarily be approved. Persons not on the approved visiting list must write the case manager at least three weeks prior to the proposed visit explaining the circumstances. If approved, an authorization will be sent for presentation on arrival. Children under the age of 18 must be accompanied by a responsible adult who is an authorized visitor. Visitors who are 16 and 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age and on the approved visiting list, must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age, prior to the visit. This approval must be mailed to the institution on the appropriate form prior to the visit. Visitors must be appropriately dressed. All visitors shall be prepared to identify themselves with a photo identification.

**VISITING TIME PER MONTH:** A visiting point system permits each inmate to have 32 visiting points each month; however, no more than 20 points may be used for weekend/holiday visiting. On weekends and holidays, each hour of visiting counts two points. On weekdays, one hour of visiting equals one point. Points will not be cumulative from one month to the next. Any part of an hour is considered a full hour. Legal and federal holidays falling on non-regular visiting days (Tuesday and Wednesday) will not be charged against the monthly allotment of points. If the visiting room is overcrowded, the operations lieutenant and/or the institution duty officer (IDO) will be notified by the visiting room officer. The visiting room officer will compile a list of those visitors listing an address within a 50 mile radius of the El Reno area. After the list has been compiled, the operations lieutenant and IDO will explain the overcrowded situation to the local visitors and ask for volunteers to terminate their visits. Should this method prove ineffective, the IDO will notify the first five groups on the list for that day that their visits have been terminated due to overcrowded conditions. Should mandatory termination become necessary, the IDO will terminate no less than five groups, and no more than is deemed necessary, to eliminate the overcrowded conditions. No more than five adult visitors including dependent children can visit an inmate at any one time.

**VISITING HOURS:** Visiting is permitted from 8:00 a.m. to 3:00 p.m., Thursday through Monday and on all federal holidays. There is no visiting permitted on Tuesday and Wednesday. Visitors will not be permitted to enter the visiting room after 2:30 p.m.

**SPECIAL VISITS:** Arrangements may be made through the unit staff for special visits.

**REGULATIONS:** Visitors are not permitted to leave the institution and return to the visiting room once the visit has started. Vending machines are available in the visiting room for food and drinks. It is our policy to conduct visits as informally and pleasantly as circumstances permit. Inmates may embrace and kiss their visitors only at the beginning and completion of the visit, inmates may not place their arms over a visitor's shoulders. All visitors (including minors) will dress appropriately, and refrain from any action that may affect the sensibilities of others. Violations will result in cancellation of visits. Visitors (including minors) wearing sexually provocative clothing will be prohibited admission to the visiting room. Female visitors must wear a brassiere and other undergarments without exception. Visitors, including minors over age 10, may not wear miniskirts, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits, hip huggers, see-through clothing, or clothing which ends at the knee or above. An appropriate amount of diapers, baby bottles, sanitary supplies, and clear coin purses are permissible. No diaper bags will be allowed into the visiting room. All items entering the FCI are searched by the front entrance officer without any exception. Purses, food, hats, pictures, money over \$100, games etc., will be secured in your vehicle. Keys will be maintained on a board in the front entrance. Those arriving by public transportation will be allowed to bring personal items into the front entrance; however, all unauthorized items will be inspected and locked in a locker located in the front entrance, with the key retained by the visitor. Normally, papers may not be examined or signed during visits. Such transactions should be handled as a matter of record through correspondence. Visitors will not be allowed to remain in their vehicles. If someone comes to the institution who is not on the approved visiting list, this person will have to leave the institution grounds until your visit is completed. The visiting room, including restrooms in the visiting area, are subject to video monitoring to ensure institution security and good order.

**It is a federal crime to bring upon these premises any weapons, ammunition, intoxicants, drugs, or contraband. All persons are subject to search pursuant to Title 18 U.S.C., Section 1791 and 3571. The use of cameras or recording equipment on the institution grounds without written consent of the warden is strictly forbidden. It is also a federal crime to provide false statements when being processed into the institution and are subject to fines and imprisonment pursuant to Title 18 U.S. Code 1001. Violators are subject to criminal prosecution.**

**RESPONSIBILITIES:** Each visitor has the responsibility to conform to these regulations. Disregard for these regulations may result in termination of visiting privileges. The visiting room officer has the responsibility to ensure visitors comply with these instructions. He/she has the authority, after consultation with the operations lieutenant and IDO, to immediately terminate a visit for any breach of these regulations.

Federal Correctional Institution, El Reno, Oklahoma  
**VISITING REGULATIONS (CAMP)**

**LOCATION OF THE INSTITUTION:** The satellite camp is located 1.5 miles west of El Reno on Highway 66 adjacent to the Federal Correctional Institution. All visitors must stop at the front speaker. The tower officer will provide instructions for parking, disposal of unacceptable items, and for reaching the camp visiting area. Taxicabs are not available in El Reno.

**WHO MAY VISIT:** Normally, all immediate relatives (wife, children, parents, brothers, and sisters) are approved. Non-relatives may be approved to visit. A relative or friend who has a prior criminal history will not ordinarily be approved. Persons not on the approved visiting list must write the case manager at least three weeks prior to the proposed visit explaining the circumstances. If approved, an authorization will be sent for presentation on arrival. Children under the age of 18 must be accompanied by a responsible adult who is an authorized visitor. Visitors must be appropriately dressed. Unrelated, underage females must have written approval of parent or guardian. All visitors will check in with the camp visiting room officer and should be prepared to identify themselves with a photo identification.

**VISITING TIME PER MONTH:** A visiting point system permits each inmate to have 32 hours of visiting time per month. Each inmate is allowed 32 points. One hour of visiting equals one point. Points will not be cumulative from one month to the next. Any part of an hour is considered a full hour. If the visiting room is overcrowded, the operations lieutenant and/or the institution duty officer (IDO) will be notified by the camp visiting room officer. The camp visiting room officer will compile a list of those visitors listing an address within a 50 mile radius of the El Reno area. After the list has been compiled, the operations lieutenant and IDO will explain the overcrowded situation to the local visitors and ask for volunteers to terminate their visits. Should this method prove ineffective, the IDO will notify the first five groups on the list for that day that their visits have been terminated due to overcrowded conditions. Should mandatory termination become necessary, the IDO will terminate no less than five groups, and no more than is deemed necessary, to eliminate the overcrowded conditions. No more than five adult visitors may visit an inmate at any one time. Dependent children of the inmate are not included in this limit.

**VISITING HOURS:** Visiting is permitted from 5:00 p.m. to 9:00 p.m. on Friday and Monday. On Saturday, Sunday and holidays, visiting is permitted from 8:00 a.m. to 8:00 p.m. There is no visiting permitted on Tuesday, Wednesday, and Thursday.

**FOOD:** Food is available from vending machines.

**REGULATIONS:** It is our policy to conduct visits as informally and as pleasantly as circumstances permit. Displays of affection must be kept within the bounds of good taste. We encourage decorum in dress of visitors and conduct which refrains from actions that might affect the sensibilities of others. Violations will result in cancellation of visits. It is a federal crime to bring upon these premises any weapons, ammunition, intoxicants, drugs or contraband. All persons and packages are subject to search (Title 18 U.S.C., Section 1791 and 3571).

The use of cameras or recording equipment without written consent of the warden is strictly forbidden. Violators are subject to criminal prosecution.

Clear coin purses are permissible upon inspection by the camp visiting room officer. Purses, food, diaper bags, games, etc., will be secured in your vehicle. Normally, papers may not be examined or signed during visits. Such transactions should be handled as a matter of record through correspondence.

Visitors (including minors) wearing sexually provocative clothing will be prohibited from admission to the visiting room. Visitors, including minors over age 10, may not wear short shorts, miniskirts, halter tops, or see-through clothing.

**RESPONSIBILITIES:** Each visitor has the responsibility to conform to the regulations and requirements stated above. Disregard for these instructions may result in termination of visiting privileges. The camp visiting room officer has the responsibility to ensure that visitors comply with these instructions. He/she has the authority, after consultation with the operations lieutenant and IDO, to immediately terminate a visit for any breach of these regulations.

**NOTICE**

ALL INMATE VISITORS  
AN  
ELECTRONIC DRUG DETECTION  
SYSTEM IS IN USE  
ANYONE TESTING POSITIVE FOR  
ILLEGAL SUBSTANCES WILL BE  
DENIED ENTRY INTO THIS  
FACILITY

\* \* \* \* \*

**AVISO**

A TODOS LOS VISITANTES DE RECLUSOS:  
UN SISTEMA ELECTRONICO PARA DETECTAR DROGAS  
SE ESTA USANDO, CUALQUIER PERSONA QUE RESULTE  
POSITIVA DE POSESION DE PARTICULAS DE DROGAS  
ILEGALES, SE LES NEGARA LA ENTRADA A ESTA  
INSTITUCION



# U.S. Department of Justice

*Federal Bureau of Prisons*

*Federal Correctional Institution*

*El Reno, Oklahoma 73036*

Date: \_\_\_\_\_

MEMORANDUM FOR CAPTAIN AND SPECIAL INVESTIGATIVE SUPERVISOR

FROM: \_\_\_\_\_, Front Entrance Officer

SUBJECT: ION TRACK Technical Support

On \_\_\_\_\_ at approximately \_\_\_\_\_ (a.m.) (p.m.),  
(Date) (Time)

I made telephonic contact with ION TRACK Instruments for technical support of the ION TRACK detection device.

The problem was \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The ION TRACK was inoperable from \_\_\_\_\_ to \_\_\_\_\_.

The problem was corrected/not corrected (circle one).

Any other problems: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## NOTICE

THROUGH THE USE OF AN ELECTRONIC DRUG DETECTION DEVICE, YOU HAVE TESTED POSITIVE FOR PARTICLES OF A CONTROLLED SUBSTANCE. BASED ON THIS POSITIVE TEST FINDING, YOU ARE DENIED ENTRY INTO THIS INSTITUTION FOR A PERIOD OF 48 HOURS. IF YOU RETURN AFTER THE 48-HOUR RESTRICTION PERIOD, YOU WILL BE RETESTED FOR CONTROLLED SUBSTANCES. IF YOU RETEST NEGATIVE, YOU WILL BE ALLOWED ENTRY INTO THE INSTITUTION. HOWEVER, IF YOU RETEST POSITIVE FOR A SECOND TIME WITHIN A 30-DAY PERIOD, YOU WILL BE DENIED ENTRY FOR A PERIOD OF 30 DAYS. IF AFTER A 30-DAY SUSPENSION YOU TEST POSITIVE, YOU SHALL BE DENIED ENTRY INTO THE INSTITUTION FOR A PERIOD OF 90 DAYS. YOU WILL BE TESTED UPON YOUR RETURN FROM A 90-DAY SUSPENSION. AT ANY TIME YOU TEST POSITIVE A FOURTH TIME, YOU SHALL BE DENIED ENTRY INTO THE INSTITUTION FOR A PERIOD OF 180 DAYS.

DATE: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_

ISSUED BY LIEUTENANT OR IDO: \_\_\_\_\_



## U.S. Department of Justice

*Federal Bureau of Prisons*

*Federal Correctional Institution*

*El Reno, Oklahoma 73036*

Date: \_\_\_\_\_

MEMORANDUM FOR CAPTAIN AND SPECIAL INVESTIGATIVE SUPERVISOR

FROM: \_\_\_\_\_, Front Entrance Officer

SUBJECT: Positive ION TRACK Result

On \_\_\_\_\_ at approximately \_\_\_\_\_ (a.m.) (p.m.),  
{Date} {Time}

a random scan for contraband using the Itemizer Contraband Scanner

was conducted on \_\_\_\_\_  
{Name(s) of visitor(s)}

with a positive reading for \_\_\_\_\_.  
{Substance identified}

Scan Number: \_\_\_\_\_

Attached is the Title 18.

This is the: ( ) First, ( ) Second, ( ) Third, ( ) Fourth positive scan result.

Dates of previous positive scans: \_\_\_\_\_

This person will be allowed to return to the institution in:

- ( ) 48 hours, the next scheduled visiting day.
- ( ) This person is suspended from visiting for 30 days.
- ( ) This person is suspended from visiting for 90 days.
- ( ) This person is suspended from visiting for 180 days.

**U.S. Department of Justice***Federal Bureau of Prisons**Federal Correctional Institution**El Reno, Oklahoma 73036*

[Enter Current Date]

MEMORANDUM FOR [INSERT WARDEN'S NAME], WARDEN

FROM: [Insert Unit Manager's Name], Unit Manager

THRU: [Insert AWP's Name], Associate Warden (Programs)

SUBJECT: Approval/Disapproval of Proposed Visitor

Inmate [Insert Inmate's Name, Reg. No.] has requested that [Insert Proposed Visitor's Name] be placed on his approved visiting list. The unit team recommends disapproval of this visitor based on the following:

\_\_\_\_\_ The background investigation for the above-referenced proposed visitor revealed the following information which indicates that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution:

[Insert summary of background investigation information, i.e., proposed visitor's criminal history, incomplete, inaccurate or false information provided, etc. Attach a copy of the supporting documentation to this memorandum, i.e. NCIC check, Visitor Information form (BP-629).]

\_\_\_\_\_ A review of information submitted by the proposed visitor and a review of the inmate's central file revealed that the inmate did not have an established relationship with this individual prior to his incarceration.

Warden's Review:

\_\_\_\_\_ Proposed visitor is disapproved.

\_\_\_\_\_ Proposed visitor is approved.

Warden's Signature: \_\_\_\_\_ Date: \_\_\_\_\_